



ILLINOIS

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

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**Instructional Letter: LOCAL GOVS**

Dear Prospective Donee:

Thank you for expressing an interest in acquiring property through the **Illinois State Agency for Surplus Property (CMS Federal Surplus)**.

Personal property may be acquired by any tax-supported agency, including the various departments, divisions, bureaus and agencies of state government or any agency thereof. Local governments including cities, villages, and townships, or any of their divisional agencies, any agency created by compact or agreement between unit of government at all levels, or multi-jurisdictional districts created by law may also be eligible participants.

If after examining the paragraph above, you find that you may qualify to participate in this program, please complete the Federal application and forward to this office for processing.

**Along with your completed and signed three-page application, please include the following:**

- ◆ Resolution from your Board of Directors/Trustees authorizing your participation (sample enclosed);
- ◆ Brief written narrative of programs and services offered and description of facilities operated (1-2 paragraphs or copies from city/facility brochures, etc.);
- ◆ Description/documentation of sources of funding: copy of Current Budget or Tax Levy;
- ◆ Copy of the tax-exempt letter you received from the Illinois Department of Revenue (must reflect current name/address of entity).

If you have any further questions regarding eligibility, please feel free to contact my office at **(217)785-6903**. **Your application cannot be processed until receipt and review of the above-requested documentation. Partial submissions will be returned as being incomplete.**

Sincerely,

*Curtis A. Howard*

Curtis A. Howard  
Administrator, Property Control Division

CH/tr

Requires:      Application & Resolution